

DEPARTMENT OF GENERAL SERVICES
Records Management DivisionSCHEDULE
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RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPARTMENT OF NATURAL RESOURCES

Licensing and Consumer Services

AGENCY

DIVISION

Item No.	Description	Retention
1.	<u>TITLE RECORDS</u> Arranged by batch numbers. All documents connected with the issuance of certificates of title and boat numbers are maintained in this records series. Documents found in each folder may include, but are not limited to, the following: Boat title transfers Application for boat title Application for duplicate or corrected certificates of title Security interest filing statements Renewals for certificates of boat numbers Applications for registration Abandoned boat applications Bills of sale Certificates of origin	Retain paper copy until microfilmed and verified, then destroy. Retain microfilm in office permanently. Paper copies of certificates of boat numbers and related papers before 1966, retain permanently or until micro-filmed.
2.	<u>GENERAL LICENSE RECORDS</u> These records are arranged by batch numbers and are for numerous licenses available under the following titles: a. <u>Seafood Licenses</u> - Batches may contain applications, renewal applications, and duplicate license application. b. <u>Wildlife Licenses</u> - Batches may contain permit applications and renewals. c. <u>Boat Dealer Licenses</u> - Batches may contain applications and renewals.	Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.

Schedule Approved by Department,
Agency, or Division RepresentativeSchedule Authorized by
Hall of Records Commission5-27-81 *Boat Dealer Director*
Date Signature Title

Date State Archivist

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Item No.	Description	Retention
3.	<p><u>SPORTS LICENSE RECORDS</u></p> <p>These records are arranged by batch numbers.</p> <p>a. <u>License Copies</u> - Batches may contain copies of license applications and renewals for any of the available (hunting and fishing) sports licenses.</p> <p>b. <u>Unused Annual Inventory</u> - These are unsold sports licenses.</p> <p>c. <u>Inventory Journals</u> - These are listings of all sold and unsold sports licenses showing which agents and amounts they received, and amount of money involved.</p>	<p>Retain for three (3) years and until all audit requirements are fulfilled, then destroy.</p> <p>These are nonrecord and may be destroyed after internal audit or no longer needed.</p> <p>Retain for one (1) year for statistical purposes, then destroy.</p>
4.	<p><u>AGENT REPORT (Sports Licenses)</u></p> <p>These reports show agent name, number, address, date, type of license involved, license serial number, quantity involved, dollar amounts involved, and grand totals.</p> <p>The reports are filed under the following titles:</p> <p>Clerk of the Court Distributor Cash Agents Consignment Agents Direct Sales</p>	<p>Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.</p>
5.	<p><u>MISCELLANEOUS RECORDS</u></p> <p>a. <u>Oyster Tax</u> - Files are arranged in batches. A batch may contain oyster tax reports and oyster sales and export tax certificates used to collect oyster taxes.</p> <p>b. <u>Clam Tax</u> - Files are arranged in batches. A batch may contain soft shell clam dealers weekly reports used to collect clam taxes.</p> <p>c. <u>Publication Sales</u> - Files are arranged in batches. A batch may contain receipts for publications, charts, pictures, etc. offered by Licensing and Consumer Services.</p>	<p>Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.</p>

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Item No.	Description	Retention
	d. <u>Accounts Receivable</u> - Files contain receipts for late payments for licenses and taxes.	
6.	<u>GENERAL ADMINISTRATIVE FILES</u> Subject arrangement of original incoming letters, copies of outgoing letters, memoranda, reports, studies, surveys, legislative reference materials, procedures, directives, budget papers, and other miscellaneous papers relating to the administration of DNR, Licensing and Consumer Services offices.	Screen annually. Destroy that material no longer needed for current business. Retain permanently directives and other material relating to planning and policy which illustrates the development of this office. Transfer periodically to Hall of Records.
7.	<u>COMPUTER PRINTOUTS</u> The EDP printouts which are retained by Licensing and Consumer Services are as follows:	
	Boating A12355 Edit and Error Report A12360 Update and Batch Balance Report A12QY008 Month-to-Date Keyed Transaction	Material which is updated, retain final update (year end) copy for audit and destroy all previous updates.
	General A12205 General Edit and Error and Batch Balance Report A12209 General File Update A12492 Sport License and Shell Tax Edit and Error and Batch Balance Report A12495 Sport License and Shell Tax Update Report	Retain all printouts, which are subject to audit, until all audit requirements have been fulfilled, then destroy.
	Account- G051 Boating Cash File Update ing G051 General Cash File Update R12008CH Batch Date & CD Monthly Parameter Report R12014GR General License Clerk Reconciliation Report R12018B) Boating CD Detail & Batch Balance Report R12018B0 SF General License Report R12018B0 TX Shell Tax License Report R12018B0 Sport License Report R12018B0 MS Miscellaneous License Report R12018DR CD Detail Report - All Files A12018SC Monthly Attainment - All Files	